

TN Department of Children's Services (DCS)
Tennessee Preparatory School (TPS)
RDA Index/Listing

Section	Records Series Title	RDA Number	Media	Disposition
Superintendent's Office	Administrative files	S836-1	Paper & Electronic	Destroy when no longer needed for reference.
Social Services/Admissions	Daily Work Report Files	S553	Paper & Electronic	Close files at end of each calendar year. Destroy after 3 yrs. and audit.
	Closed TPS Child Ledgers	2871	Paper & Microfilm	Maintain student ledger books (1800-1920) in paper and microfilm permanently.
	Closed Social Service Files	2872	Paper	Maintain student files (1/1/1920 and 12/31/1969) until 1/31/2003 then, destroy.
	Closed Social Service Files	2913	Paper	Maintain student files (1/1/1970 and 12/31/1979) until 1/31/2005 then, destroy.
	Closed Social Service Files	2915	Paper	Maintain student files (1/1/1980 and 12/31/1989) until 1/31/2006 then, destroy.
	Closed Social Service Files	2916	Paper	Maintain student files (1/1/1990 and 6/30/1996) until 1/31/2007 then, destroy.
	Active Social Service Files	2875	Paper	Close student files (7/1/1996-current) at 22nd birthday then, destroy.
	Active Student Therapy Progress Notes	NA	Paper & Electronic	Combine files with case notes and enter into TN KIDS case recordings when practical.
	Active Student Reception Center File	NA	Paper & Electronic	Combine files with case notes and enter into TN KIDS case recordings when practical.
Cafeteria	Food Service Program Records	2888	Paper	Close files at the end of each fiscal year then, maintain in agency 6 yrs.; then destroy.
Infirmery/Clinic	Closed DCS-RTF Child Medical Record	2876	Paper	Close files (7/1/1996-current)at age 22 then, maintain for 7 yrs., then destroy.
	Closed (1/1/1920-6/30/1996) Medical Records	2912	Paper	Close files at age 22 then, maintain for 7 yrs., then destroy.

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Maintenance	Service/supply correspondence	S836-7	Paper & Electronic	Destroy 1 yr. after completion of action.
Residential Services/Cottage Life	Student Behavior Reports	2914	Paper	Close files upon student's release then, maintain in agency 6 months; then destroy.
	General Office Correspondence Files	S836-3	Paper & Electronic	Destroy after 1 yr.
	Supervisor/Agency Employee Information Files	S470-5	Paper & Electronic	Review files at end of each calendar year. Destroy superseded and no longer applicable documents. For separated employees, place in an active file and destroy 3 yrs. after termination. For employees transferred within the State, forward to gaining agency.
Guidance	TPS-Yearbook/Class Pictures	S836-10	Paper	Destroy when superseded, obsolete, or no longer needed for reference.
	Diploma Requisition	DOE-RDA 957	Paper	Transfer to DOE for disposition.
	Closed DCS-RTF Child Education Records	2881	Paper & Microfilm	Close student files (7/1/1996-current) at 22nd birthday then, microfilm.
	Closed (1/1/1920-6/30/1996) Education Records	2917	Paper & Microfilm	Close student files at 22nd birthday then, microfilm.
	Semester Exams	S836-1(d)	Paper & Electronic	Destroy when no longer needed for reference.
	Federal Project Reports	S836-1(b)	Paper & Electronic	Destroy when no longer needed to facilitate or control work.
	GAP/Scholarship Records	S836-1(a)	Paper & Electronic	Destroy files no later than one (1) year after completion of project, study, survey, inspection, or other action.
	Grade Books	S836-1(d)	Paper & Electronic	Destroy when no longer needed for reference.
	SACS Reports	2907	Paper	Close files at end of each accreditation period then, maintain in agency 10 yrs., then destroy.
	Test Score Reports	2908	Paper	Close files at end of the school year then, maintain in agency 5 yrs.; then destroy.

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	ADA/Enrollment Reports	S836-1(b)	Paper & Electronic	Destroy when no longer needed to facilitate or control work.
Personnel	Employee Information files	S470-5	Paper & Electronic	Review files at end of each calendar year. Destroy superseded and no longer applicable documents. For separated employees, place in an active file and destroy 3 yrs. after termination. For employees transferred within the State, forward to gaining agency.
	Payroll	S1738	Paper & Electronic	Maintain by fiscal year in office. Destroy records after submission of final audit report.
	Staff Attendance/Leave	S1505	Paper & Electronic	Close files at end of each fiscal year then, maintain in agency 3 yrs.; then destroy after audit when required.
	Staff Medical file	S2418	Paper & Electronic	Close files when employee
	Accounts Payable	S836-17	Paper & Electronic	Destroy after 1 yr.
	Budget working papers	S1917	Paper & Electronic	Maintain records for 3 yrs. then, destroy.
	Deposit slips	S1730	Paper & Electronic	Maintain by fiscal year. Destroy records after 6 yrs. and audit. Records may be transferred to the State Records Center after 1 yr. if office storage space is not available for the 6 yrs.
	Student Trust Fund	R2509	Paper & Electronic	Files are cut off at end of child's release from state custody, then maintain in agency 6 yrs.; then destroy after audit.
	Student Council Fund	S1730	Paper & Electronic	Maintain by fiscal year. Destroy records after 6 yrs. and audit. Records may be transferred to the State Records Center after 1 yr. if office storage space is not available for the 6 yrs.
	Student Activity Fund	S1730	Paper & Electronic	Maintain by fiscal year. Destroy records after 6 yrs. and audit. Records may be transferred to the State Records Center after 1 yr. if office storage space is not available for the 6 yrs.
Procurement	Property Transfer/Inventory	S836-17	Paper & Electronic	Destroy after 1 yr.
	Clothing Issue & Inventory	S836-17	Paper & Electronic	Destroy after 1 yr.
	Supply Requisition	S836-17	Electronic	Destroy after 1 yr.

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	Order/Bid Requisition- PO	S836-17	Paper & Electronic	Destroy after 1 yr.
Security	Student Off Campus Log/Supporting Documentation	S836-1(b)	Paper & Electronic	Destroy when no longer needed to facilitate or control work.
	Security Employee Job Assignment Sheets	S836-1(b)	Paper & Electronic	Destroy when no longer needed to facilitate or control work.
	Student Information and Identification	NA	Paper	Transfer to case file upon student's release.
	Employee Sign In/Out Sheets/Key Control Sheets	S553	Paper & Electronic	Close files at end of each calendar year. Destroy after 3 yrs. and audit.
	Vehicle Fleet Management	S836-7	Paper & Electronic	Destroy 1 yr. after completion of action.
Special Education	Closed DCS-RTF Child Education Records	2881	Paper & Microfilm	Close student files (7/1/1996- current) at 22nd birthday then, microfilm.
	Closed (1/1/1920- 6/30/1996)Education Records	2917	Paper & Microfilm	Close student files at 22nd birthday then, microfilm.